

# U.S. Department of Energy

## Washington, D.C.

### NOTICE

**DRAFT**  
**DOE N XXX.X**

Approved: XX-XX-XX

Expires: XX-XX-XX

#### **SUBJECT: TITLE**

---

1. **PURPOSE.** *(Define the program or subject matter and its purpose/goals/objectives. Goals should be stated in simple, straightforward language that describes the results to be achieved by issuance of the Notice.)*
2. **CANCELLATION.** DOE N XXX.X, Title, dated X-X-XX. *(When the Notice replaces another directive currently in use, the canceled directive [i.e., Policy, Order, Notice, Manual, or Guide] is identified by number, title and date. If a canceled directive included a CRD, add the following text.)*

Cancellation of a directive does not, by itself, modify or otherwise affect any contractual or regulatory obligation to comply with the directive. Contractor Requirements Documents (CRDs) that have been incorporated into a contract remain in effect throughout the term of the contract unless and until the contract or regulatory commitment is modified to either eliminate requirements that are no longer applicable or substitute a new set of requirements.

3. **APPLICABILITY.**
  - a. **Departmental Applicability.** *(Specify the subject matter, functions, or Departmental elements to which the Notice applies. [For example: This Notice applies only to sites with fixed wing aircraft.] If any part applies to NNSA, add the following text.)*

The Administrator of the National Nuclear Security Administration (NNSA) must assure that NNSA employees comply with their responsibilities under this directive. Nothing in this directive will be construed to interfere with the NNSA Administrator's authority under section 3212(d) of Public Law (P.L.) 106-65 to establish Administration-specific policies, unless disapproved by the Secretary.
  - b. **DOE Contractors.** Except for the equivalencies/exemptions in paragraph 3.c., the attached Contractor Requirements Document (CRD) sets forth requirements of this Notice that will apply to contracts that include the CRD.

The CRD must be included in contracts that . . . *(Describe criteria that program offices use to identify contracts that should incorporate the CRD, and assign responsibility to program offices that must identify contracts to which the CRD should apply and notify the cognizant contracting officers.)*

OR

Does not apply to contractors.

- c. Equivalencies/Exemptions for DOE N XXX.X. *(See the detailed description in DOE O 251.1C, paragraph 4.a.(3)(c). The following paragraph while not template language is an example of one type of equivalency that writers frequently apply to their directives.)*

- (1) Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 USC sections 2406 and 2511 and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.

*The following paragraph while not template language is an example of one type of exemption that writers frequently apply to their directives.*

- (1) Exemption. *Consistent with Secretarial Delegation Order Number 00-033.00B to the Administrator and Chief Executive Office of Bonneville Power Administration (BPA), this Notice does not apply to BPA.*
- (2) Exemption. *(Include a separate paragraph for each exemption.)*

#### 4. REQUIREMENTS.

- a. *List actions that must be completed to achieve the Notice's purpose. State requirements without stating who performs them (ex: Cost impacts must be reported to the Office of Financial Quality by March 1 versus Heads of Departmental Elements must report cost impacts to the Office of Financial Quality by March 1).*
- b. *Requirements should be stated as crisp "must" statements; other constructions (such as "will" statements, "shall" statement, "can" statements, or "is required to..." statements should be avoided where a requirement is intended).*
- c. *Make requirements measurable wherever possible.*
- d. *For clarity, Notices may specifically cite a section or requirement in an existing directive, law, or regulation, but it must not re-promulgate the same requirement.*
- e. *Focus on the end results rather than prescribing the operations or procedures.*
- f. *Organize requirements into general and more specific topic areas where such an approach provides greater clarity.*
- g. *When it is necessary to include more detailed information or provide direction on how requirements are to be met, add an Appendix (if requirements are for*

*Federal employees only) or an Attachment (if requirements are for both Federal and contractor employees).*

- h. *List requirements for contractors in a contractor requirements document as an attachment to the Notice.*

5. **RESPONSIBILITIES.**

- a. *List positions or offices that implement, manage and/or oversee the requirements in the Notice. List them in order of their level of authority.*
- b. *State responsibilities clearly and succinctly, leading off with strong action verbs (Ensures, Identifies, Requires, Makes, Advises, Establishes, Oversees, Provides, Sets, Implements, Conducts, Performs, Verifies, Coordinates, Leads, etc.) to summarize top-level responsibilities.*
- c. *If the Notice contains a CRD, indicate the position or office responsible for ensuring the contracting officer incorporates the CRD into contract.*

6. **REFERENCES.** *(List only published directives, Secretarial memos, laws, rules and regulations cited and additional information sources to assist in implementing the Notice. A short statement of relevance to the Notice should be included with each reference. Provide the source [number, title and date] as well as the current hyperlinks to the documents, where applicable.)*

7. **DEFINITIONS (OPTIONAL).** *(To be included to help users understand terminology unique to the technical discipline addressed in the Notice.)*

8. **CONTACT.** *(Provide the name and telephone number of the responsible organization.)*

BY ORDER OF THE SECRETARY OF ENERGY:

Logo  
inserted  
here after  
approval

NAME  
Deputy Secretary



**TITLE**

***NOTE:** An appendix attached to the directive applies only to Federal employees.*

*Provide additional mandatory implementation details for meeting requirements. Focus on actions to be completed or processes that must be followed to achieve the directive's purpose.*

*Provide other information necessary for purposes of ensuring effective implementation (e.g., forms, checklists, matrices, pictures, graphs, etc.)*



**CONTRACTOR REQUIREMENTS DOCUMENT**  
**DOE N XXX.X, TITLE**

*Only requirements intended for contractors are listed in the CRD. The CRD must specify if and how alterations are to be determined and/or approved. The CRD cannot refer a contractor to follow the requirements in the Notice. If the requirements for Federal employees are the same for contractors, the requirements must be duplicated in the CRD. Exclusive of a directive, the source can be cited. Any additional information for contractors is to be attached to the CRD in the form of an Appendix or an Attachment. Prior to listing any requirements, please add the following text:*

Regardless of the performer of the work, the contractor is responsible for complying with the requirements of this CRD. The contractor is responsible for flowing down the requirements of this CRD to subcontractors at any tier to the extent necessary to ensure the contractor's compliance with the requirements.





**TITLE**

***NOTE:** An appendix attached to the CRD applies to contractors only.*

*Provide additional mandatory implementation details for meeting requirements. Focus on actions to be completed or processes that must be followed to achieve the Notice's purpose.*

*Provide other information necessary for purposes of ensuring effective implementation (e.g., forms, checklists, matrices, pictures, graphs, etc.)*



**TITLE**

***NOTE: All attachments, except Attachment 1 (which applies to contractors only), apply to both Federal and contractor employees.***

*Provide additional mandatory implementation details for meeting requirements. Focus on actions to be completed or processes that must be followed to achieve the Notice's purpose.*

*Provide other information necessary for purposes of ensuring effective implementation (e.g., forms, checklists, matrices, pictures, graphs, etc.)*